

## **Instructions for Completing the Pump Station Evaluation Form**

1. **Recommendations** – Note your overall recommendations by checking the appropriate boxes. If the "Monitor" box is checked, make sure that you note in the comments the conditions that need to be monitored and the criteria. Also, include some form of threshold when another action should take place.

For the other boxes, add information in the comments section when appropriate. If the "Brace Structure" box is checked, include an explanation and location. If there is not enough room for all the comments, simply note "OVER" at the bottom of the form and continue on the backside.

2. **Comments** – Explain any part of the assessment that needs to be explained. If the pump station should be posted RESTRICTED USE, note any restrictions that are not checked off in the recommendations section. If the pump station should be posted UNSAFE, explain why.
3. **Pump Station Description** – Describe the type of pump, construction, and materials of the station.
4. **Damage Observation (DO)** – The damage scale is used to rate the severity of damages found at the site.
5. **Sections E through K** – For each element or component of the pump station, estimate the level of damage using the damage scale. If the station is above ground and in a structure, include a note referencing the building assessment. For areas not seen use the "NO" (Not Observed) rating. Rate only what you can see by walking around the station. If you mark item K, make your best estimate on the leakage rate.
6. **Section L – Remarks** – Expand in detail on the results of the assessment. As with the comments section, if there is not enough room, simply mark "OVER" at the bottom and continue on the other side.